



# State of New Jersey

## DEPARTMENT OF EDUCATION

### Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

**Reference Number: DOE-019-21 Repost**

**Title:** Planning Associate 1 (Two Positions)

**Range/Title Code:** P26/72623

**Salary:** \$70,008.56 - \$99,596.69

**Position Number:** TBD

**Issue Date:** November 4, 2021

**Closing Date:** November 18, 2021

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Finance and Business Services, Office of Grants Management

#### Description:

Under direction of a supervisor within the Office of Grants Management, assists in developing short and long-term education and/or financial plans; assists in conducting analyses and evaluations of curricula and other education programs, surveys, needs assessments, and related research; assists in the establishment, maintenance, and evaluation of program and fiscal data related to state and federal aid, grant applications, and allocations; performs mandated regulatory functions; works with some independence in areas of assignments; provides technical services to assist in the specifications and development of grant applications through electronic systems. Assists in all aspects of the technical deployment of grant opportunities; facilitates the distribution and administration of primarily federal entitlement funds, and may also assist with the fiscal planning, design and implementation of discretionary grant programs; provides technical assistance to program offices, county offices and school districts in all aspects of grants management including the electronic grants management system; provides formal turnkey training sessions; does other related duties.

#### Requirements:

**Education:** Graduation from an accredited college or university with a Master's degree in Education, Finance, Economics, Public Policy, or related field.

**Experience:** Three (3) years of experience in education administration, planning, research, program evaluation, or finance.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of college. Applicants wishing to substitute additional experience for the required Master's degree, must possess a total of six (6) years of combined education and experience, in addition to the required experience cited above.

#### Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website <https://info.csc.state.nj.us/jobspec/72623.htm>.

**Authorization to work:** selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

**Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

**Forward the required documents electronically to:**

[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (must include the Reference # in the subject line)

**Required documents:**

- Cover letter
- Resume

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.